



Training Acceleration Grant Web Portal User Help Guide

With a Training Acceleration Grant, employers can advance the skills of their existing workforce in various educational and training methods. The program established by the Indiana General Assembly is a primary workforce training program in the state operated by the Indiana Economic Development Corporation and Indiana Department of Workforce Development.

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Registering on the Portal

accessIndiana

INDIANA
WORKFORCE
DEVELOPMENT

Login Page - Training Acceleration Grant

Please enter your username and password and click *Login*.

If you do not have a login, please [create a username and password](#).

Username **** NOTE: Your user name will be your email address.**

Password

Forget your [password](#)?

If you would like to change your password, [click here](#).

TAG Home :: Contact DWD

➔ Click on the “create a username and password” link and you will be redirected to the User Registration page

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User Registration

Required field

Establish Username and Password

Enter a username and password in the fields provided. Your email address will be used as your username when you log in.

Name

Email - Username (name@email.com)

Re-type Email

Password

(Your password must be at least 6 characters and **may not contain all upper or all lower-case letters.**)

Re-type Password

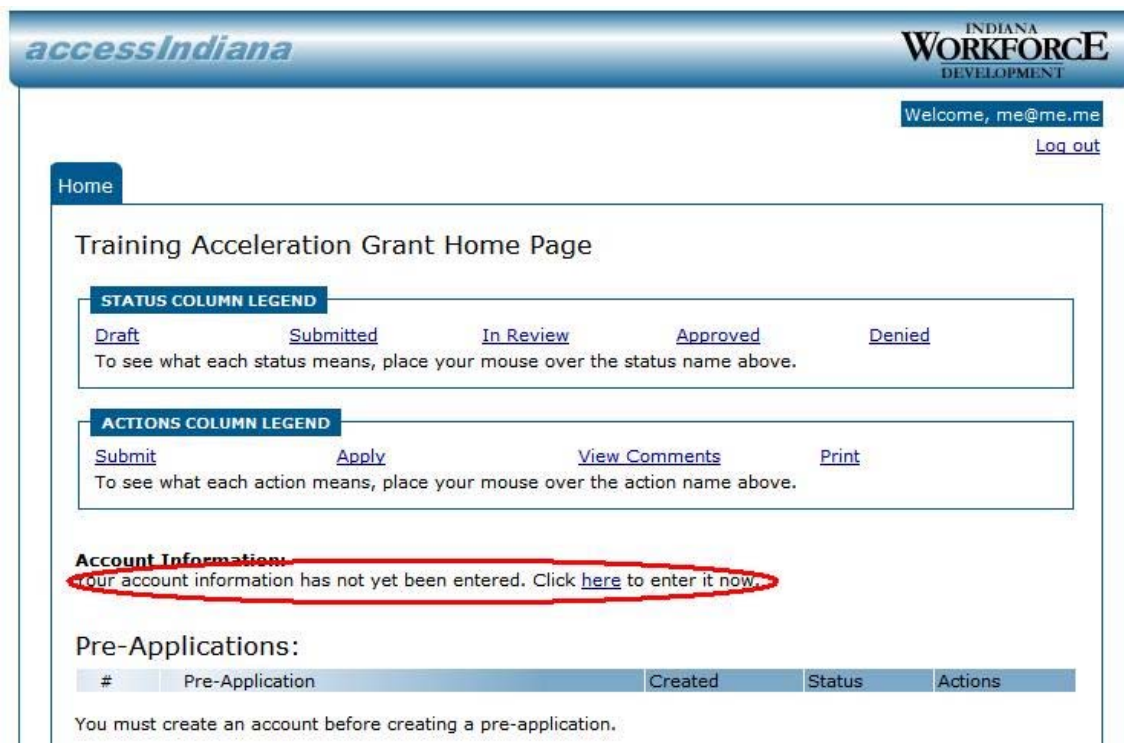
➔ Enter the registration information and click the “Submit” button. Your information will be registered in the system. You will then be redirected back to

the login page. Enter the e-mail address and password that was submitted on the User Registration Page.



- Your login information is case-sensitive.
- Your password cannot contain all upper-case or all lower-case letters.
- You must enter your login information exactly as it was entered during the registration for web portal.

➔ Once you have logged in, you will see your home page.



accessIndiana **INDIANA WORKFORCE DEVELOPMENT**

Welcome, me@me.me [Log out](#)

Home

Training Acceleration Grant Home Page

STATUS COLUMN LEGEND

[Draft](#) [Submitted](#) [In Review](#) [Approved](#) [Denied](#)

To see what each status means, place your mouse over the status name above.

ACTIONS COLUMN LEGEND

[Submit](#) [Apply](#) [View Comments](#) [Print](#)

To see what each action means, place your mouse over the action name above.

Account Information:

your account information has not yet been entered. Click [here](#) to enter it now.

Pre-Applications:

#	Pre-Application	Created	Status	Actions
---	-----------------	---------	--------	---------

You must create an account before creating a pre-application.

➔ Click on the "Click [here](#) to enter it now" link. You will be redirected to the User Information Page.

[Home](#) [Account Information](#)

Training Acceleration Grant - DWD

Please enter the following information. When you have entered all of the required information select Save.

Required field

✖ Account Information	
Email Address »	<input type="text" value="abc123@abc.com"/>
First Name »	<input type="text"/>
Last Name »	<input type="text"/>
Phone Number »	<input type="text"/>
Phone Extension »	<input type="text"/>

TAG Home :: Contact DWD

➔ Enter your information and select the “Save” button. Your information will be saved to the system and you will be redirected back to your Home Page. From here, you can begin applying for Training Acceleration Grants.

[Home](#)

Training Acceleration Grant Home Page

STATUS COLUMN LEGEND

[Draft](#) [Submitted](#) [In Review](#) [Approved](#) [Denied](#)
To see what each status means, place your mouse over the status name above.

ACTIONS COLUMN LEGEND

[Submit](#) [Apply](#) [View Comments](#) [Print](#)
To see what each action means, place your mouse over the action name above.

Account Information:

Click [here](#) to edit your account information.

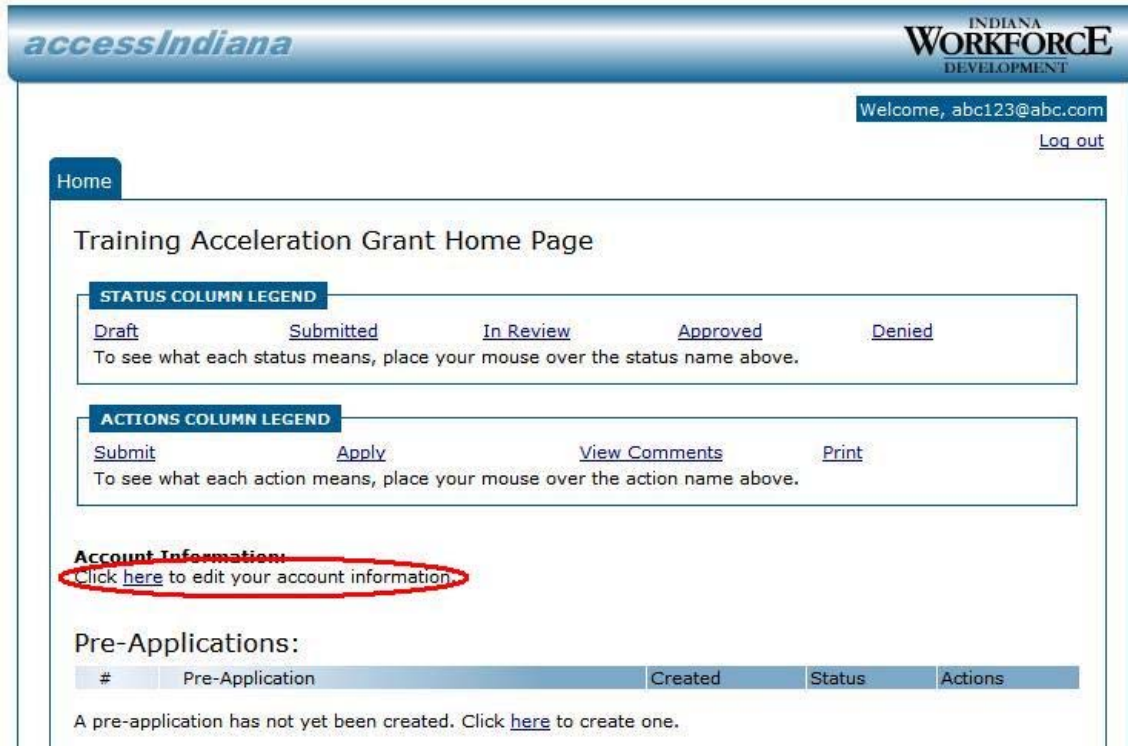
Pre-Applications:

#	Pre-Application	Created	Status	Actions
---	-----------------	---------	--------	---------

A pre-application has not yet been created. Click [here](#) to create one.

Modifying Personal Information

When you login to your account, you will see your home page. At the top of your page, you will see a sentence that reads "Click [here](#) to edit your account information."



The screenshot shows the 'accessIndiana' portal header with the 'INDIANA WORKFORCE DEVELOPMENT' logo. A welcome message 'Welcome, abc123@abc.com' and a 'Log out' link are in the top right. A 'Home' tab is active. The main content area is titled 'Training Acceleration Grant Home Page'. It contains two legends: 'STATUS COLUMN LEGEND' with links for Draft, Submitted, In Review, Approved, and Denied; and 'ACTIONS COLUMN LEGEND' with links for Submit, Apply, View Comments, and Print. Below these is a section titled 'Account Information:' with a red circle around the text 'Click [here](#) to edit your account information.' Underneath is a 'Pre-Applications:' section with a table header: #, Pre-Application, Created, Status, Actions. A message states: 'A pre-application has not yet been created. Click [here](#) to create one.'

➔ Click on the link and you will be redirected to the Account Information page



The screenshot shows the 'accessIndiana' portal header. A welcome message 'Welcome, abc123@abc.com' and a 'Log out' link are in the top right. A 'Home' tab and an 'Account Information' tab are visible. The main content area is titled 'Training Acceleration Grant - DWD' with the instruction: 'Please enter the following information. When you have entered all of the required information select Save.' Below this is a 'Required field' section with a table for 'Account Information'. The table has columns for field names and values. The fields are: Email Address (abc123@abc.com), First Name (abc), Last Name (123), Phone Number ((000) 000-0000), and Phone Extension (0000). There are 'hide' and 'cancel' buttons on the right side of the table. At the bottom of the page, it says 'TAG Home :: Contact DWD'.

➔ You will see your current information.

NOTE:

- You cannot edit your e-mail address or password this way. Click [here](#) for information on what options are available for this.
- If you DO NOT WISH to change your information, click on the “Save” button and you will return to your home page.

➔ Once you have edited the information, click the “Save” button and your information will be updated to the system. You will then be redirected to the Home page. The “Save” button will not appear until after information has been edited.

Before Change:

The screenshot shows the 'accessIndiana' website interface. At the top, there is a blue header with the 'accessIndiana' logo on the left and the 'INDIANA WORKFORCE DEVELOPMENT' logo on the right. Below the header, a blue bar contains the text 'Welcome, abc123@abc.com' and a 'Log out' link. The main content area has a navigation bar with 'Home' and 'Account Information' tabs. The 'Account Information' tab is selected, and the page title is 'Training Acceleration Grant - DWD'. Below the title, a message says 'Please enter the following information. When you have entered all of the required information select Save.' A section titled 'Required field' contains a form titled 'Account Information' with a red 'X' icon. The form has five rows: 'Email Address' with the value 'abc123@abc.com', 'First Name' with 'abc', 'Last Name' with '123', 'Phone Number' with '(000) 000-0000', and 'Phone Extension' with '0000'. The 'Phone Extension' field is circled in red. To the right of the form, there are two buttons: 'hide' and 'cancel', both of which are circled in red. At the bottom of the page, there is a footer with the text 'TAG Home :: Contact DWD'.

After Change:

accessIndiana **INDIANA WORKFORCE DEVELOPMENT**

Welcome, abc123@abc.com [Log out](#)

[Home](#) [Account Information](#)

Training Acceleration Grant - DWD
Please enter the following information. When you have entered all of the required information select Save.

Required field

X Account Information

Email Address »	abc123@abc.com
First Name »	abc
Last Name »	123
Phone Number »	(000) 000-0000
Phone Extension »	1111

[cancel](#) [save](#)

TAG Home :: Contact DWD

Changing Your Username and Password

If you are logged into the system, you will need to click the [Log out](#) link located in the top right corner of the page to return to the login screen

accessIndiana **INDIANA WORKFORCE DEVELOPMENT**

Login Page - Training Acceleration Grant

Please enter your username and password and click **Login**.

If you do not have a login, please [create a username and password](#).

Username **** NOTE: Your user name will be your email address.**

Password

Forget your [password](#)?

If you would like to change your password, [click here](#).

[Login](#)

TAG Home :: Contact DWD

➔ Near the bottom of the page you will see a link that says, “If you would like to change your password, [click here](#)”. Select the link to be directed to the Change Password page

The screenshot shows a web browser window with the 'accessIndiana' logo on the left and the 'INDIANA WORKFORCE DEVELOPMENT' logo on the right. The main heading is 'Change Password'. Below it, a message reads: 'Change Password Please type in the new password that you would like to use and retype it to confirm the change and select *Change Password*.' The form contains several input fields, each preceded by a red vertical bar icon indicating it is a required field. These fields are labeled: 'Username', 'Old Password', 'New Password', and 'Retype New Password'. A note next to the 'New Password' field states: '(Your password must be at least 6 characters and **may not contain all upper or all lower-case letters.**)'. At the bottom of the form is a button labeled 'Change Password'. The footer of the page reads 'DWD Home :: Contact DWD'.

1. Complete the fields
2. Click on the “Change Password” button.

NOTE:

- *A temporary page will open informing you that you will be redirected in a few seconds. At this time the system is updating your information. When it has finished it will re-direct you back to the login page at which time you will then be required to enter your new password in order to access the system.*

How to Avoid a 403 Forbidden Error

403 Forbidden

Resin 2.1.14 (built Thu Jul 1 18:39:55 PDT 2004)

A 403 Forbidden error occurs when login information is incorrect. Always remember to keep your passwords in a secure place. A good suggestion is to save a file with clues to what your password is. You do not want to have your password saved where an intruder can find it easily. A good source for information on this is http://www.cert.org/tech_tips/home_networks.html.

There are some steps you can take to see if it is a web portal error or if you are typing the incorrect password.

- (1) Be sure that you are using the correct e-mail. A typing error can prohibit access.
- (2) Assure that you are using upper-case and lower-case letters where needed. If your password is Zoo65Monkey, the password zoo65monkey will not work and the 403 Forbidden Error will appear.
- (3) If unsuccessful, attempt to reset the password. Do this by opening the Training Acceleration Grant portal login page.

The screenshot shows the login page for the Training Acceleration Grant portal. At the top, there is a blue header with the text "accessIndiana" on the left and "INDIANA WORKFORCE DEVELOPMENT" on the right. The main content area is titled "Login Page - Training Acceleration Grant". Below the title, it says "Please enter your username and password and click Login." and "If you do not have a login, please [create a username and password](#)." There are two input fields: "Username ** NOTE: Your user name will be your email address." and "Password". Below the password field, the text "Forget your [password](#)?" is circled in red. Below this, it says "If you would like to change your password, [click here](#)." and there is a "Login" button. At the bottom of the page, there is a blue footer with the text "TAG Home :: Contact DWD".

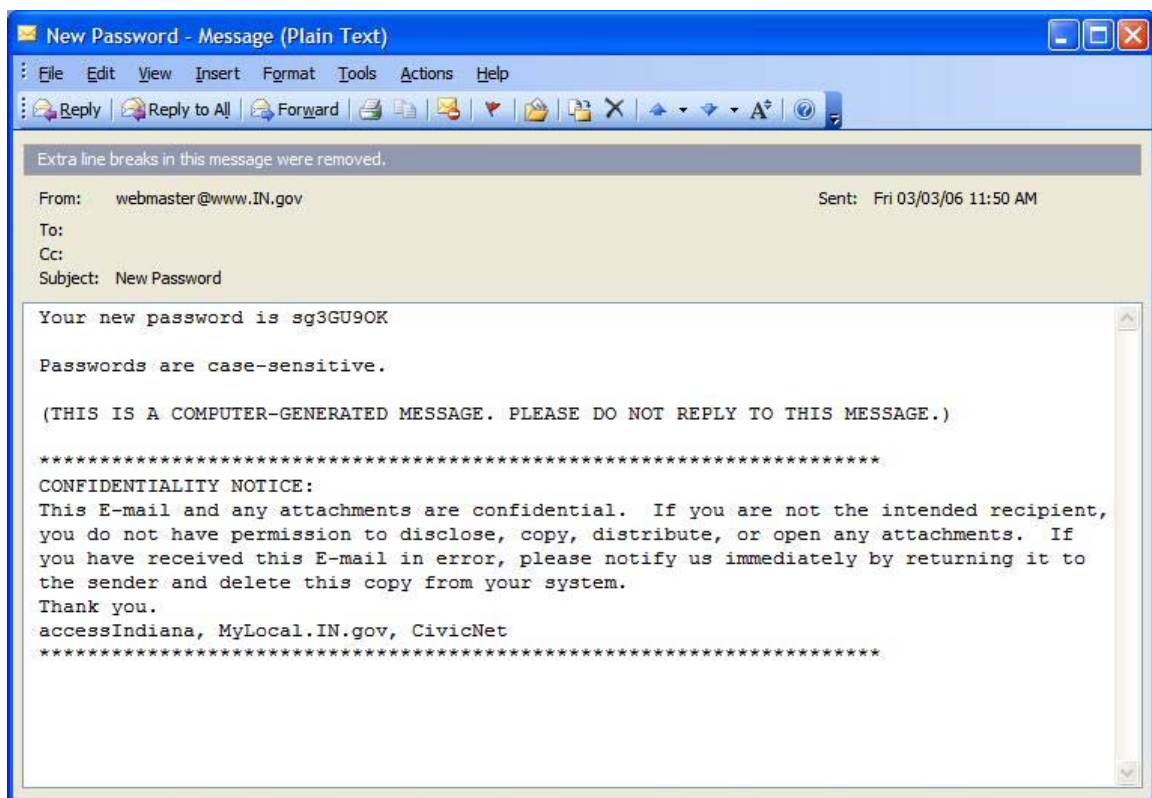
Find "Forgot your [password](#)" as indicated above and click on the link. The Forgot Password page will appear.

The screenshot shows the "Forgot Password" page. At the top, there is a blue header with the text "accessIndiana" on the left and "INDIANA WORKFORCE DEVELOPMENT" on the right. The main content area is titled "Forgot Password". Below the title, it says "Required field" and "Forgot Password". It then says "If you forgot your password please enter your email address and select *Forgot Password*. A new password will be emailed to you." There is an input field for "Username" and a "Forgot Password" button. At the bottom of the page, there is a blue footer with the text "DWD Home :: Contact DWD".

Enter your username into the textbox and click on the “Forgot Password” button. Another page will appear informing you that a new password has been sent to your e-mail address.



The message you find in your e-mail will read (with a different password):



Now that you have your new password, click on the link to return to the Training Acceleration Grant portal login page. Enter your e-mail address, making sure that you are entering it correctly with all upper-case and lower-case letters in the appropriate places. Next, you must enter the password that was sent to you in the e-mail. The easiest way to do this is to copy and paste the new password, as these are not easy passwords to remember and you want to assure that you have them entered correctly.

Click on the login button. You should now be logged into the system.

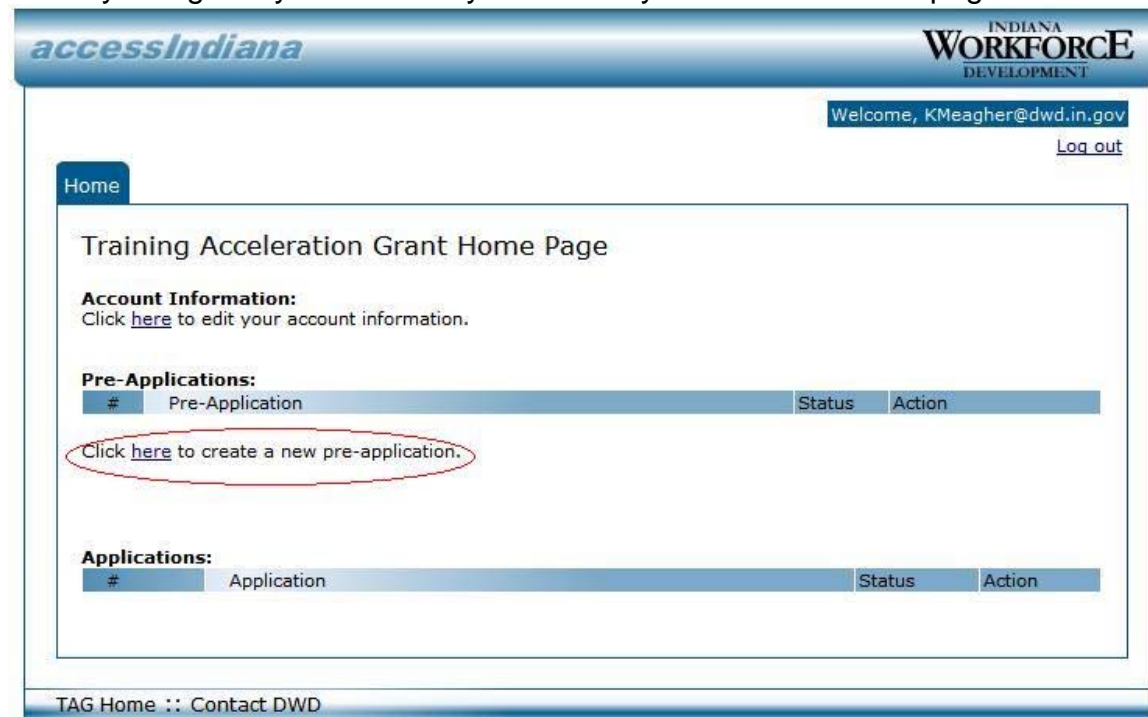
If you are still receiving the 403 Forbidden Error message, please contact your Regional Business Consultant for further assistance.

Printing out Applications

Printable versions of the application are no longer available.

Creating a Pre-Application

When you log into your account you will see your Account Home page



The screenshot shows the 'accessIndiana' portal for the 'INDIANA WORKFORCE DEVELOPMENT'. The user is logged in as 'KMeagher@dwd.in.gov' and can click 'Log out'. The page title is 'Training Acceleration Grant Home Page'. Under 'Account Information', there is a link to edit account info. The 'Pre-Applications' section has a table with columns '#', 'Pre-Application', 'Status', and 'Action'. Below the table is a link 'Click here to create a new pre-application.' which is circled in red. The 'Applications' section has a similar table with columns '#', 'Application', 'Status', and 'Action'. The footer says 'TAG Home :: Contact DWD'.

➔ There are no pre-applications or applications under either of the designated areas. Under the Pre-application section of the page there is a sentence that reads “Click [here](#) to create a new pre-application.” Select the link and the system will open a blank pre-application.

Saving an Application for Later Completion

The Application allows for you to save and exit at any time with the ability to return at a later time for completion. When you open an Application, whether it be for revision or for the first time, you will see “Edit” buttons along the right-hand side of the page. The information from your Pre-Application has been transferred to your Application, so even if you are just beginning an Application, you will see the “edit” buttons and information pre-populated in some of the fields.

accessIndiana

INDIANA
WORKFORCE
DEVELOPMENT

Welcome, 000@abc.com

Log out

Home

Application

Training Acceleration Grant - DWD

Need Help? Contact your [business consultant](#).
[General Help?](#) [Internet Explorer Users Please Read](#)

Required field

Complete Section

Incomplete Section

Printable Version

General Information		hide
Company Information		hide
Company Name »	dd	edit
Address »	dd	
City »	dd	
State »	Indiana	
Zip Code »	22224	
County »	LaPorte	
Fein »	34-4564567	
NAICS »	111 (Crop Production)	
Please provide a brief description about the company and product/services performed. »	dfg	
Employment Information		hide
Current Employment Level »	112	edit
Employment Level 12 Months Ago »	223	
Has your company experienced any non-seasonal layoffs in the past 12 months? »	No	

➔ When you select the “Edit” button next to a section of the Application, the fields in that section become editable fields. That “edit” button disappears and a “Save” button appears in its place.

General Information		+ view
Company Information		cancel
Company Name »	My Company	save
Address »	123 Four Road	
City »	Sometown	
State »	Indiana	
Zip Code »	00000	
County »	LaPorte	
Fein »	00-0000000	
NAICS »	111 (Crop Production)	
Please provide a brief description about the company and product/services performed. »	We provide these services.	
Employment Information		hide
Current Employment Level »	112	edit
Employment Level 12 Months Ago »	223	
Has your company experienced any non-seasonal layoffs in the past 12 months? »	No	

➔ Enter your desired changes and then select the “Save” button. You may now return to your home page to see the status of your Application, which at this time will be “Draft.”

Submitting a Pre-Application or Application

After logging into the portal, you will see a “status” and an “action” column. Under the “Action” column, there will be an option to “Submit.”

[When you have a Pre-Application/Application complete, click the “submit” link and your status will change from “Draft” to “Submitted.”]

Your Pre-Application/Application is now available for your regional Business Consultant to view.

NOTE:

- *You will not be able to edit your pre-application/application once it has been submitted, but you can view it at any time.*

Pre-Applications:

#	Pre-Application	Created	Status	Actions
1	The Company	Aug 01, 2006	Approved	Apply View Comments Delete
2	The Next Company	Aug 02, 2006	Approved	Apply View Comments Delete
3	This Company	Aug 15, 2006	Draft	Submit Delete

Click [here](#) to create a new pre-application.

Applications:

#	Application	Created	Status	Action
1	The Next Company	Aug 02, 2006	Approved	View Comments Print Delete
2	The Third Generation Company	Aug 07, 2006	Denied	Resubmit View Comments Print Delete
3	My Company	Aug 09, 2006	Draft	Submit Print Delete

Awarded Grant Projects:

#	Application	Created	Start	End	Action
1	The Next Company	Aug 02, 2006	Aug 02, 2006	Aug 02, 2006	Delete

Checking the Status of an Application

After you have logged into the Training Acceleration Grant web portal, you will see a list of all Pre-applications/Applications on your screen. There are four columns to look at: #, Pre-Application/Application, Status, and Action.

#	Pre-Application	Status	Action
#	Application	Status	Action

➔ The “Status” column allows you to track any of your Pre-applications/Applications.

The following are labels that appear in the “Status” column:

- Draft
 - Pre-Application/Application has been created and data has been saved. These items are editable
- Submitted
 - Pre-Application/Application has been submitted and are now available for the Regional Business Consultant to view. These items are editable.
- In Review
 - Pre-Application/Application has been viewed by the Regional Business Consultant. These items are not editable.
- Approved
 - Pre-Application/Application has been approved by the Regional Business Consultant. If a pre-application is in the Approved status, an Application can now be made using the “Apply” link in the Actions column.
- Denied
 - Pre-Application/Application has been denied by the Regional Business Consultant. Contact the consultant for detailed information on the denial.

Receiving Feedback on an Application

On your Account Home page, while logged into the Training Acceleration Grant web portal, you will see the four columns. One of which is entitled “Action.” If there are any comments left by your Regional Business Consultant, there will be a “view comments” link next to the respective Pre-application/Application.

Account Information:
Click [here](#) to edit your account information.

Pre-Applications:

#	Pre-Application	Created	Status	Actions
1	The Company	Aug 01, 2006	Approved	Apply View Comments Delete
2	The Next Company	Aug 02, 2006	Approved	Apply View Comments Delete
3	The Third Generation Company	Aug 02, 2006	Approved	Apply View Comments Delete
				Apply

➔ Click on the link to view the comments.

Adding Additional Degrees and Customized Certificates

This process is done only on the Application under the “Credentials” section. Once you open the Application, click on the “Edit” button next to the Credentials to enter edit mode.

<input checked="" type="checkbox"/> Credentials Help?		edit
<input type="checkbox"/> Apprenticeships	0 -	
<input type="checkbox"/> Journey Level Upgrade	0 -	
<input type="checkbox"/> Associate Degrees	0 -	
<input type="checkbox"/> Other Degrees	0 -	
<input type="checkbox"/> Certificate of Technical Achievement (CTA)	0 -	
<input checked="" type="checkbox"/> Other/Customized Certificates	1 - CNA Supervisor Certification	
<input checked="" type="checkbox"/> Other Credentials	751 - CNC Certification	
<input type="button" value="Add Other Degree"/> <input type="button" value="Add Other Customized Certificate"/>		
<input checked="" type="checkbox"/> Budget Narratives Help?		+ view
<input checked="" type="checkbox"/> Consortium Information Help?		+ view
<input checked="" type="checkbox"/> Attachments Help?		+ view

➔ You can now “Add other Degree” or “Add other Customized Certificate” using the buttons that now appear at the bottom of the “Credentials” section. Clicking one of the buttons will add a checkbox to the page. Check the box next to the credential you wish to enter and fill in the information. You may add as many credentials applicable.

<input checked="" type="checkbox"/> Credentials Help?		cancel save
<input type="checkbox"/> Apprenticeships	0	(Title) (Projected Number)
<input type="checkbox"/> Journey Level Upgrade	0	(Title) (Projected Number)
<input type="checkbox"/> Associate Degrees	0	(Title) (Projected Number)
<input checked="" type="checkbox"/> Other Degrees	Associates in Science 15	(Title) (Projected Number)
<input checked="" type="checkbox"/> Other Degrees	Bachelors in Science 15	(Title) (Projected Number)
<input type="checkbox"/> Certificate of Technical Achievement (CTA)	0	(Title) (Projected Number)
<input checked="" type="checkbox"/> Other/Customized Certificates	CNA Supervisor Certificat 1	(Title) (Projected Number)
<input checked="" type="checkbox"/> Other/Customized Certificates	CNA Certification 11	(Title) (Projected Number)
<input checked="" type="checkbox"/> Other Credentials	CNC Certification 751	(Title) (Projected Number)
<input type="button" value="Add Other Degree"/> <input type="button" value="Add Other Customized Certificate"/>		
<input checked="" type="checkbox"/> Budget Narratives Help?		+ view
<input checked="" type="checkbox"/> Consortium Information Help?		+ view
<input checked="" type="checkbox"/> Attachments Help?		+ view

➔ You can add both degrees and customized certificates as you wish.

Creating an Application

You CANNOT create an Application until you have a Pre-application that has approved by the regional Business Consultant.

Once you have a Pre-application that has been approved, a link item that is called "Apply" will appear under the "Actions" column. Click on "Apply" and an application will open with information from your pre-application. After the page has loaded, fill in the required fields. Then save and/or submit your application.

Account Information: Click here to edit your account information.				
Pre-Applications:				
#	Pre-Application	Created	Status	Actions
1	The Company	Aug 01, 2006	Approved	Apply View Comments Delete
2	The Next Company	Aug 02, 2006	Approved	Apply View Comments Delete
3	The Third Generation Company	Aug 02, 2006	Approved	Apply View Comments Delete
4	The Fifth Generation Company	Aug 02, 2006	Approved	Apply View Comments Delete

Understanding Required Fields

All fields that have the | sign next to them indicate a required field. They must be filled in order to proceed with the rest of the application.

<input checked="" type="checkbox"/> General Information	— hide
<input checked="" type="checkbox"/> Company Information	— hide
Company Name »	My Company
Address »	123 Four Road
City »	Sometown
State »	Indiana
Zip Code »	00000
County »	LaPorte
Fein »	00-0000000
NAICS »	111 (Crop Production)
We provide these services.	
Please provide a brief description about the company and product/services performed. »	

Further Support

There are several ways to find more answers.

1. The regional Business Consultants are available to answer your questions. To find the contact information for the Business Consultant in your area go to <http://www.in.gov/dwd/2721.htm>.
2. The Training Acceleration Grant web portal contains Help? links throughout the entire site. To view the help text, place your mouse pointer over the link and the help text will appear.

NOTE: There is an issue with Microsoft Internet Explorer that occurs when viewing the Help tips displayed through the Training Acceleration Grant web site. If you are having difficulty viewing a tool tip because it is hidden behind objects on the page, follow these steps to assure you will be able to view them.

Step 1: Select the Hide button to collapse and hide all of the sections on the web page

Step 2: Place the mouse pointer over the Help? link within the section you wish to view help.

Step 3: The help tip should display clearly as a tool tip